

Sample Price Quotation Form

Note: This is a sample and the costs included herein are not meant to reflect the State's budget or cost allocations for this procurement. Bidders may use this sheet to understand how to complete the Price Quotation Form.

Sample Standard Rate Table			
Position	Sample Pay Rate (per hour)	Sample Taxes and Fees (per hour)	Sample Total Unit Rate (per hour)
Billing and Financial Records Assistant	\$23.00	\$3.38	\$26.38
Grant and Accounting Specialist I	\$30.63	\$4.02	\$34.65
Grant and Accounting Specialist II	\$33.63	\$4.94	\$38.57
Purchasing and Contract Management Specialist	\$32.50	\$4.78	\$37.28
Staffing Assistant	\$34.50	\$5.08	\$39.58
Administrative Support Specialist	\$18.35	\$2.54	\$20.89
Vaccine Records Administrative Specialist	\$21.90	\$3.06	\$24.96

Staff Pay Rate + Taxes, Fees, and Overhead = Total Unit Rate (per hour)

Sample Travel Rate Table	
Description	Sample Travel Item Budget
Interisland Airfare	\$100.00
Lodging	\$500.00
Transportation (excluding airfare)	\$50.00
Per Diem	\$150.00
Sample Total Budget per Trip	\$800.00

Estimated travel line items totaled = Total Trip Budget

Position	Sample Total Unit Rate	Sample Annual Cost (2080 hours)	Sample Total Travel Budget	Sample Total Position Cost
Billing and Financial Records Assistant	\$26.38	\$54,870.40	\$800.00	\$55,670.40
Grant and Accounting Specialist I	\$34.65	\$72,072.00	\$800.00	\$72,872.00
Grant and Accounting Specialist II	\$38.57	\$80,225.60	\$800.00	\$81,025.60
Purchasing and Contract Management Specialist	\$37.28	\$77,542.40	\$800.00	\$78,342.40
Staffing Assistant	\$39.58	\$82,326.40	\$800.00	\$83,126.40
Administrative Support Specialist	\$20.89	\$43,451.20	\$800.00	\$44,251.20
Vaccine Records Administrative Specialist	\$24.96	\$51,916.80	\$800.00	\$52,716.80

[Total Unit Rate x 1.0 FTE (2,080 hours)] + Total Travel Budget = Total Position Cost